Quick Guide to Career Link

Below includes instructions on utilizing the Career Center’s job board, Career Link to search and apply for part-time, full-time or co-op/internship positions. Employers use Career Link in order to post their hiring needs. Career Link is monitored by the Career Center staff and includes both in and out of state opportunities. We encourage you review the procedures below so that you may begin using Career Link right away! Please make an appointment through the Career Center if you have specific questions regarding Career Link.

Create Your Account
1. Go to http://www.collegecentral.com/uakron and click the Students icon
2. Click “Create Account” on the Students page.
3. Enter your UA student ID number in the Access ID field and create a password. Click “Continue Registration”
4. Input/edit Registration Information. All necessary fields are marked with a red asterisk (*) symbol.
5. Fill out information as thoroughly as possible, as this will be used by the Career Center
6. If you log out, go to www.collegecentral.com/uakron to re-access Career Link.
   a. Click the Students icon and click “Sign In.” Enter “The University of Akron” in the Your School field. Enter your UA student ID number in the Access ID field. Enter your password in the Password field and click “Go”

Upload/Manage Your Resume
1. From your homepage, click “Manage My Resume.” Then click “Upload My Resume” Please note: You must have a resume uploaded in order to apply to positions.
2. Click one of the statements under the heading “Resume Authorization then click “Save Authorizations”
3. Our office will review your resume before it can be used in the system. You will receive an email notification when your resume has been reviewed.

Apply for Jobs
1. From your homepage, click “Search for Jobs/Opportunities Posted to My School.” Enter criteria specific to the type of job you are looking for and click “Begin Search.”
2. Click on the Job ID to view a job, review the description and qualification and hit “Submit to Posting” to apply.
3. To monitor your job search, select “View My Job Search History” from your homepage.
   a. This is where you will see jobs that you’ve applied for and jobs that your resume has been submitted to by the Career Center staff.
4. From your homepage, complete the “Report Offers/Hires” when you are offered and hired for a position

Review Career Documents
1. Review the items under the “Career Document Library” heading to get additional career development info. and job search tips.

View Events and Research Employers Attending Events
1. Click “Events” located at the top of the Career Link Homepage
2. You will then be guided to the “Event” page
3. Please click the green button “For Job Seekers” at the top of the event homepage
4. You will then be guided to the “Job Seekers” portion of the event posting
5. You can then click “Search Employers” and this will bring up the “Employer Profile Search”
6. You can then search Employers by “Company Name”, “Job Type”, or “Job Targets.”
7. Click “Begin Search” and you will be guided to the employers that match the criteria you entered
8. You can then click on the individual employers in order to find out more information about the positions being offered